



U.S. General Services Administration

VISITOR PARKING POLICY MAJOR GENERAL EMMETT J. BEAN FEDERAL CENTER

The following guidelines concern visitor parking procedures at the herein-specified location effective January 15, 2010.

All building visitors parking in the designated visitor parking spaces at the north and south entrances must sign-in their vehicles with security upon arrival. Vehicle information to be provided includes the following:

- Make
- Model
- Color
- License Plate Number
- Space Number Referenced on Parking Sign

The designated visitor parking spaces are reserved for visitors only. Visitors are defined as non-building employees conducting business within the facility for a duration of no longer than **three** days. No building employees are to park in these spaces. Additionally, federal employees attending training sessions from other locations are not considered visitors; therefore, are not to park in the designated visitor parking spaces at anytime. Please see below for the sole exception to this rule.

There are handicap visitor parking spaces at both the north and south entrances. Visitors parking in these spaces must display a current state-issued ADA/DAV hangtag or license plate. Building employees reporting to their first **two** days on the job may park in these spaces for the aforementioned duration so long as they display a current state-issued ADA/DAV hangtag or license plate. This provision is solely to allow new employees unfamiliar with the building ADA parking policy the time to obtain necessary parking credentials from GSA. Sign-in process remains the same.

There are four (4) 15-minute parking spaces designated for drop offs, pick ups, loading and unloading. Building employees may use these spaces for the aforementioned purposes and duration only. Vehicles parking in these spaces are not required to sign-in with security.

There are three (3) military/civilian identification section parking spaces at the south entrance. Visitors parking in these spaces are not required to sign-in their vehicles with security, however, may be required to sign-in with identification section personnel.

There are three (3) Finance Center Federal Credit Union (FCFCU) spaces at the northwest entrance. Visitors parking in these spaces may be required to sign-in their vehicles with security or FCFCU personnel.

Visitors may park in the designated visitor parking spaces for the extent of their business at the facility, however, may not arrive earlier than 7:00 a.m. or leave later than 6:00 p.m.

This policy shall remain enforced each day of the calendar year. All violators are subject to ticket, fine and/or tow at the owner's expense.